



Department of Enterprise Services – Facility Professional Services

JOC Response to Request for Proposal (RFP) Electronic Upload Instructions

Thank you for your interest in submitting your JOC Response to RFP electronically.

The process to upload is simple and secure. Please follow these steps to submit your Response to RFP to DES Facility Professional Services using www.BOX.com.

1. Your firm notifies the selections administrator (angeline.ernst@des.wa.gov) of your intent to submit your Response to RFP by uploading to our file-sharing site. In the e-mail to the Selections Administrator, please:
 - Use the following subject line: JOC Intent to Submit
 - Include the body of the e-mail:
 - a. Firm Name
 - b. JOC Number and Region. *Ex: J23-01-Region*
 - c. The e-mail(s) you'd like the invitation to upload to be sent to
2. The administrator will create a secure folder on BOX.com that is unique to the project and e-mail address provided. This folder can only be accessed by the provided e-mail log-in, the Selections Administrator and the DES Public Records Officer.

Once upload rights are given by DES, an e-mail will be sent from box (noreply@box.com), advising that Angeline Ernst has invited you to work together. Follow the prompt to create a free account with BOX.com and upload your JOC SOQ.

3. Upon creating an account, you will be able to access the secure folder to upload your SOQ.

Please use the naming convention here: ProjectNumber-FirmName

Ex: J23-01-SampleFirmName

This folder will only be active until the submittal deadline, at which point the Selections Administrator will process the Response to RFP and delete the upload folder.

If you have any questions, please reach out to the Selections Administrator, Angeline Ernst at angeline.ernst@des.wa.gov, 360-480-1071; or Brian Thomas, brian.thomas@des.wa.gov, 360-280-2781.

Thank you for your interest!